# UNIT COMMANDER'S FINANCE REPORT

## A GUIDE FOR COMMANDERS AND FIRST SERGEANTS

**126th FINANCE BATTALION**

**FORT BRAGG, NC**

**OCTOBER 2005**

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# INTRODUCTION

The Unit Commander's Finance Report (UCFR) is the most important tool a commander has to monitor and evaluate his/her Soldiers' finance data. By thoroughly reviewing and certifying it monthly, the unit can drastically reduce the amount of pay inquiries and stabilize Soldier pay.

The process of reviewing and certifying the report takes only approximately 1/2 hour per month and is a wise time investment for Commanders and First Sergeants. This relatively short commitment each month can end up saving immeasurable frustration and headache. It will also greatly reduce the amount of time Soldiers and leaders miss training events to handle pay-related problems.

Please utilize this guide as a reference when you review your UCFR monthly - it will remind you of the most important areas and will actually save you time by referring to it. If while reviewing your UCFR you have a question, don't hesitate to call finance to get an interpretation. The section on "Common UCFR Problems" should be particularly useful to you during your review.

Background information is provided at the beginning of this guide to lay the foundation for your knowledge of the UCFR. Definitions and terms are explained to ensure you understand the basics which the UCFR revolves around.

Because the UCFR review process ties closely to the LES distribution process, that process has been included in this guide as well. Commanders and First Sergeants oftentimes do not understand that entire process. Scan that section so you can be updated on current procedures and gain insight into each agency's role.

Please keep copies of your UCFRs for at least one year. This will assist you in maintaining unit records (CIP inspection item) and also in tracking UCFR corrections.

Leadership emphasis is critical throughout the UCFR process. We pledge that finance will make every effort to pay Soldiers accurately and timely. We ask you to help us in that endeavor.

***"The burdens on unit commanders are many; however, those commanders who use the UCFR properly generally receive the best pay support for their Soldiers. We must impress upon all commanders that the UCFR is a critical leadership tool that results in better care for their***

# DEFINITIONS

**AAA-162:** A report the PAC generates which lists all Soldiers assigned to the unit. Used to compare with the UCFR to ensure all Soldiers are listed.

**Certification (UCFR):** The unit commander must sign the UCFR each month which completes the whole UCFR process. (See Review (UCFR) and Suspense Date.)

**End-of-Month Cutoff:** The date after which newly submitted transactions will not be input in time to be effective by end-of-month (usually the 20th of the month).

**LES:** The leave and earnings statement which all Soldiers receive each month.

**LES Distro Meeting:** LES Distribution meeting occurs monthly and is where the LESs and UCFRs are turned over to the PACs for distribution to unit commanders.

**Mid-Month Cutoff:** The date after which newly submitted transactions will not be input in time to be effective by mid-month (usually the 5th of the month).

**NPA:** Net Pay Advices are the mid-month pay stubs which show the mid-month pay amount and the bank to which the amount was deposited.

**PACIDN:** The code in the finance computer system which denotes the exact unit to which the Soldier is assigned. This code is critical to the UCFR process.

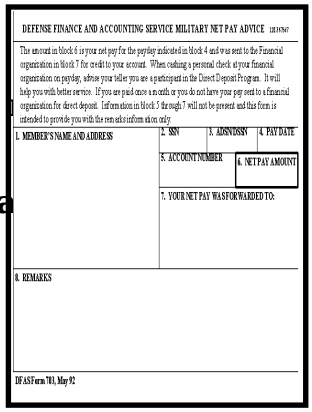
**Processing Section:** The section within finance which processes the military pay transactions and all UCFR annotations. Also responsible for hosting LES meetings.

**Review (UCFR):** The process the unit commander undergoes each month upon receipt of the UCFR - commander checks for inclusion of all soldiers and that soldiers are receiving proper entitlements for their current status.

**Supporting Document:** Any document required to support a pay change. (Simply attach a copy to the signed copy of the submitted UCFR.)

# NPA / LES / UCFR

## Net Pay Advice:


DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY NET PAY ADVICE

The amount in block 6 is your net pay for the payday indicated in block 4 and was sent to the Financial organization in block 7 for credit to your account. When cashing a personal check at your financial organization on payday, advise your teller you are a participant in the Direct Deposit Program. It will help you with better service. If you are paid once a month or you do not have your pay sent to a financial organization for direct deposit. Information in block 5 through 7 will not be present and this form is intended to provide you with the remarks information only.

1. MEMBER'S NAME AND ADDRESS | 2. SSN | 3. ADSN/DSSN | 4. PAY DATE | 5. ACCOUNT NUMBER | 6. NET PAY AMOUNT | 7. YOUR NET PAY WAS FORWARDED TO:

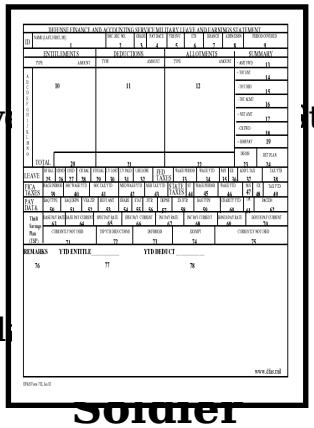
8. REMARKS

DFAS Form 7103, May 92

**NPA**

- *** Soldiers with mid-month pay receive**
- *** Should be in the hands of the Soldier**
- *** Only shows pay amount & bank account info**
- *** Use utmost care when distributing**
- *** Information is covered by the Privacy Act**
- *** CDRs/1SGs don't really need to review**

## Leav tatement:


DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT

INSTALLMENTS | DEDUCTIONS | ALLOCATIONS | SUMMARY

LEAVE | PAY DATA | TAXES | REMARKS

www.dfas.mil

- *** All Soldiers receive one monthly**
- *** Should be in the hands of the soldier by payd Soldier**
- *** Use utmost care when distributing**
- *** Return unneeded LESs to the finance office**
- *** Information is covered by the Privacy Act**
- *** CDRs/1SGs may review if desired**

Page: 1 — 77/7/77

Unit: XXXXXXXX — % Report is Subject to the Privacy Act of 19 — ## Commander's Finance Report: 7-77 777 %

| GR | Name | SSAN | ROM PAY | POP | Schools | BAC | BAS | Leave | ETS | TDY PAY | FDY HFP | ONU | COLA | PAY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| E5 | BROWN FRED | 1.238-08 | 759.18 | CHEK | 86.00 | QTR | E/E | 29.5 | 020701 | NO | NO | NO | W/C | W03 | NO |
| O1 | CAMPBELL DE | 9.888-08 | ##### | CHEK | 336.00 | W/O | YES | 15.5 | 12-06 | NO | NO | NO | W/C | W/O | NO |
| E6 | DAVIS JULIA | 1.938-08 | 733.04 | CHEK | 57.16 | QTR | E/E | 16.5 | 12-06 | NO | NO | NO | W/C | W03 | NO |
| E6 | GARCIA FRAN | 1.838-08 | 867.85 | CHEK | 807.00 | R&E | E/E | 28.5 | 12-06 | NO | NO | NO | NO | W/O | NO |
| O6 | HILL GREG | 1.238-08 | ##### | CHEK | 60.00 | QTR | YES | 75.5 | 92-05 | NO | YES | NO | NO | W03 | NO |
| E2 | JONES TIMOT | 9.888-08 | 418.33 | CHEK | 199.00 | R&E | NO | 0.5 | 061112 | NO | NO | NO | NO | E/C | NO |
| E6 | MILLER CYNT | 9.868-08 | ##### | CHEK | 208.21 | QTR | E/E | 30.0 | 020716 | NO | NO | NO | NO | W03 | NO |
| O5 | PHILLIPS TR | 5.858-08 | ##### | CHEK | 300.00 | QTR | YES | 23.5 | 92-05 | NO | NO | NO | NO | W03 | YES |
| W2 | SMITH JOSEP | 1.238-08 | ##### | CHEK | 102.00 | QTR | NO | 10.0 | 92-05 | NO | NO | NO | NO | W/O | NO |
| E5 | THOMPSON M | 1.238-08 | 615.22 | CHEK | 56.50 | R&E | E/E | 12.5 | 12-06 | NO | NO | YES | YES | NO | E/C | NO |

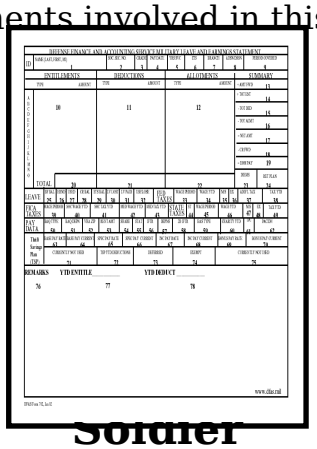
## Unit Commanders Finance Report:

- *** Commanders receive one each month**
- *** Ensure all Soldiers assigned are listed**
- *** Check Soldiers' entitlements**

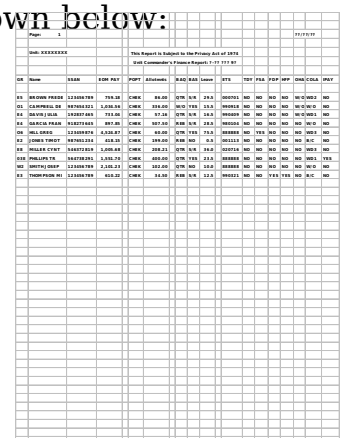
# LES Distribution Process

LESs are extremely important to soldiers and their families. Therefore, it is critical that each agency in the LES Distribution Process do its part to ensure that LESs reach the Soldiers in an efficient and timely manner. The LES information is generated by the finance computer system and the information is downloaded by the local finance office from Mechanicsburg, PA, USA. We print the LESs and distribute them to the PACs at our monthly LES distribution meeting. Thus, the LESs go from Finance to the PAC to the unit to the Soldier.

The documents involved in this process are shown below:



**Soldier**



LES UCFR

The agencies that are involved in the process are:

- The Local Finance Office
- Unit PACs (S1s / PSNCOs)
- Commanders / 1SGs

Each agency's responsibilities is detailed in the next few pages of this guide. All of these agencies must work together toward a common goal - all Soldiers receive an accurate LES on time every month.

If you do not understand a procedure or step in the process, please take the time to call either the PAC or finance to get an explanation. Understanding the procedures is important to ensuring the success of the entire process.

# PAC Responsibilities

The primary responsibility of the PAC is to facilitate the transfer of the LESs from the local finance office to each company level unit. The PAC should perform its required tasks as quickly as possible so that the LESs and UCFRs can be distributed to the companies as soon as possible.

The main action required at the PAC level is to compare the LESs received from finance with the unit's AAA-162 Roster to ensure that all assigned soldiers receive an LES. It is critical that this review occur each and every month at the LES distribution meeting so that prompt action can be taken.

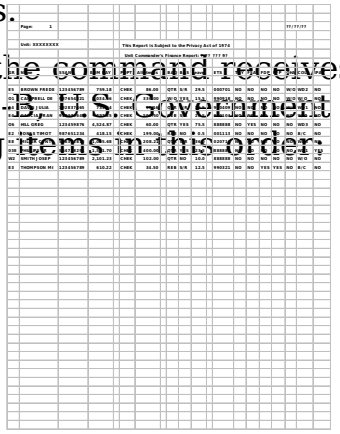
PAC Procedures:

1. **Attend the monthly Finance LES Distribution Meeting.**
2. **Review the LESs received with the AAA-162 Roster.**
3. **Insert these LESs into the proper packets for distribution to the units.**
4. **Distribute all LESs to the units.** LESs should be given to the Company Commanders or First Sergeants as soon as possible as there is no reason for the PAC to hold them for any length of time whatsoever.

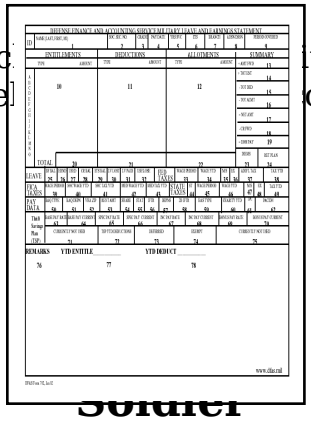
**(LES's received in error (not in the unit) should NOT be thrown away. They should be returned to the Finance Office so they can be rerouted to the Soldier or an investigation can take place to ascertain the status of that soldier.)**

# Command Responsibilities

Commanders and First Sergeants have the most important responsibility in the whole LES Distribution Process. **They must ensure that the LESs get into the hands of their Soldiers.** Thus, it is very important that an actual hand-off occur from the PAC representative to a representative within the command. **LESs should never be put in distribution or mail.** Once received from the PAC, the LESs should be broken down however necessary (e.g. by platoon, detachment, section, etc.) and promptly distributed to the Soldiers. Again, a physical hand-off should occur each time the LESs are passed through channels to the Soldier. Commanders and/or First Sergeants may elect to do a quick screening of each LES, but there is no need to do an in-depth analysis of each LES as all the critical information is provided on the Unit Commander's Finance Report (UCFR). This is the report that the command will fully analyze to monitor finance data and discover possible problems.



When the command receives the finance pac it should be in an SF 65-B, U.S. Government Messenger Envel ontain the following items in this order:



Soldier

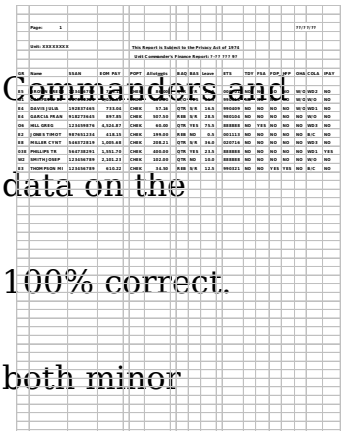
UCFR LESs

The UCFR review process is covered in depth later in this guide. By this time in the process, you should have an LES for every Soldier in your unit (if hard copy is not turned "off" on MyPay) as the PAC performed a review with finance representatives at the LES Distribution Meeting (See PAC Responsibilities).

If you feel that the PAC is not living up to its responsibilities in this process, then you should contact the S1 and attempt to resolve the problem.

If finance can be of any assistance to you at any stage of this process, please call.

# UCFR Review Procedures



Page: 1 FY/T T/TF

Unit: XXXXXXX This Report is Subject to the Privacy Act of 1974

DJMS-Commander's Finance Report: F-27 TT/ RT

| GR | Name | SSAN | EOM PAY | POPT | Allotments | RAD | BAS | Leave | STS | TDY | FSA | FSP | IPP | DNA | COLA | IPAY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| E4 | DAVIS JULIE | 192837465 | 733.66 | CHEK | 97.35 | STR | N/A | 16.5 | 990009 | NO | NO | NO | NO | NO | W01 | NO |
| E4 | GARCIA MARIA | 918273645 | 897.85 | CHEK | 557.50 | RAB | N/A | 24.5 | 990004 | NO | NO | NO | NO | NO | W01 | NO |
| O6 | HILL GREG | 123459876 | 4,324.87 | CHEK | 69.00 | STR | YES | 75.5 | 888888 | NO | YES | NO | NO | NO | W03 | NO |
| E2 | JONES TROY | 987651234 | 618.15 | CHEK | 189.00 | RAB | NO | 0.0 | 001111 | NO | NO | NO | NO | NO | W1C | NO |
| E8 | MILLER CYNT | 543972819 | 1,060.68 | CHEK | 259.21 | STR | N/A | 94.0 | 010714 | NO | NO | NO | NO | NO | W03 | NO |
| E08 | PHILLPS TR | 543728291 | 1,551.70 | CHEK | 400.00 | STR | YES | 23.5 | 888888 | NO | NO | NO | NO | NO | W01 | YES |
| W2 | SMITH JOSEP | 123456789 | 2,181.23 | CHEK | 102.66 | STR | NO | 16.0 | 888888 | NO | NO | NO | NO | NO | W1C | NO |
| E5 | THOMPSON MI | 123456789 | 610.22 | CHEK | 53.90 | RAB | N/A | 12.5 | 990021 | NO | NO | YES | YES | NO | W1C | NO |

The UCFR contains the essential information that Commanders and First Sergeants need to be aware of. Just because the data on the UCFR is accurate, it doesn't mean the soldier's pay is 100% correct. However, by carefully reviewing the data on the UCFR, both minor and major pay problems can be identified and corrected. If you take the time to carefully review your unit's UCFR on a monthly basis, it will undoubtedly pay you dividends in the future.

UCFR

Consult the following pages for Information on Specific Areas:

Pages 8-14 provide a step by step guide to reviewing your UCFR by providing detailed information on each column of the report.

Page 15 gives you information on submitting your UCFR to finance.

Page 16 gives examples on required supporting documents to support the pay changes you annotate.

Page 17 lists some common UCFR problems that you may find useful.

Page 18 is a note from the Commander, D/126th FB Commander. Please read.

The local finance office will code the transactions using the substantiating documents attached to the UCFR. Page 16 lists what supporting documentation is required for changes annotated on the UCFR. Consult this list carefully when making your annotations to ensure that finance can take action . **Please do not forget to attach all necessary supporting documents.**

# UCFR - Step By Step

This section should be used as a reference guide by all Commanders and First Sergeant's when reviewing the UCFR. If you follow these steps thoroughly for each soldier listed, you will get the most out of your UCFR.

This is a sample UCFR and an explanation of what each column contains:

RUN DATE: 24 AUG 05 — UNIT COMMANDER'S FINANCE REPORT — PCN: UH099F321 — PAGE: 1

UNIT: HHC, #st INF DIV — FOR THE MONTH ENDING: 31AUG 05 — DSSN: 4842

| GR | ---NAME--- | ---SSAN--- | -NET PAY- | | -ALMTS- | BAQ | BAS | VHA | PAY OPT | LV BAL | CM -ART 15- | BAL -DUE US- | INCEN PAY | ---ETS--- | STA-TUS | OHA | COLA |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| E5 | BROWN FRI | 123456789 | 759.18 | | 86.00 | QTR | | | CHEK | 29.5 | | | YES | 11-Nov-05 | | | |
| O1 | CAMPBELL | 987654321 | 1,034.56 | | 336.00 | W/O | YES | 28310 | CHEK | 15.5 | | 492.50 | YES | | | | |
| E4 | DAVIS J ULI | 192837465 | 733.04 | | 57.16 | QTR | | | CHEK | 16.5 | | | YES | | | | |
| E4 | GARCIA FR | 918273645 | 897.85 | | 507.50 | REB | | | CHEK | 28.5 | | | YES | | | | |
| O6 | HILL GREG | 123459876 | 4,524.87 | | 60.00 | QTR | YES | | CHEK | 75.5 | | | YES | | | | |
| E2 | J ONES TIM | 987651234 | 418.15 | | 199.00 | REB | | | CHEK | 0.5 | 1123.56 | 0.12 | YES | | | | |
| E8 | MILLER CYI | 546372819 | 1,005.68 | | 208.21 | W/D | | 28310 | CHEK | 36.0 | | | YES | 23-Oct-05 | | | |
| 03E | PHILLIPS T | 564738291 | 1,551.70 | | 400.00 | QTR | YES | | CHEK | 23.5 | | | YES | | | | |
| W2 | SMITH J OS | 123456789 | 2,101.23 | | 102.00 | QTR | | | CHEK | 10.0 | | 500.00 | YES | | | | |
| E3 | THOMPSON | 123456789 | 1,231.90 | EM | 34.50 | REB | | | CHEK | 12.5 | | | YES | | | | |

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

| | | |
|---|---|---|
| 1 | Grade | Two letter grade designation |
| 2 | Name | Last Name - Space - First Name (Field contains only 11 characters) |
| 3 | Social Security Number | Full Social Security Number |
| 4 | Net Pay | Amount received by Soldier for current end-of-month pay |
| 5 | Allotments | Total amount of all allotments disbursed for the current month |
| 6 | Basic All. for Quarters | The type of housing allowance the Soldier is receiving, if any |
| 7 | Basic All. for Subsistence | The type of subsistence allowance the Soldier is receiving, if any |
| 8 | Variable Housing Allowance | Shows under which zip code the Soldier is listing their dependents |
| 9 | Pay Option | Shows the Pay Option the Soldier has elected |
| 10 | Leave Balance | The soldier's current leave balance as of the last day of the current month |
| 11 | Court Martial/Art 15 | Shows any collections under UCMJ |
| 12 | Balance Due US | Shows any other debts the Soldier has accrued (GPLD, Advance Pay, etc.) |
| 13 | Incentive Pay | "YES" is Soldier was paid Jump Pay, Dive Pay, Etc. for any portion of the current month |
| 14 | Expiration Term of Service | The Soldier's ETS date (once ETS date will not |

# UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring the the Step By Step instructions:

| | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| RUN DATE: 24 AUG 05 | | | | | | UNIT COMMANDER'S FINANCE REPORT | | | | | | | PCN: UH099F321 | | | PAGE: 1 | | |
| UNIT: HHC, #st INF DIV | | | | | | FOR THE MONTH ENDING: 31 AUG 05 | | | | | | | | | | DSSN: 4842 | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | PAY | | CM | BAL | INCEN | | STA- | | | |
| GR | ---NAME--- | ---SSAN--- | -NET PAY- | | -ALMTS- | BAQ | BAS | VHA | OPT | LV BAL | -ART 15- | -DUE US- | PAY | ---ETS--- | TUS | OHA | COLA | |
| E5 | BROWN FRI | 123456789 | 759.18 | | 86.00 | QTR | | | CHEK | 29.5 | | | YES | 11-Nov-05 | | | | |
| O1 | CAMPBELL | 987654321 | 1,034.56 | | 336.00 | W/O | YES | 28310 | CHEK | 15.5 | | 492.50 | YES | | | | | |
| E4 | DAVIS J ULI | 192837465 | 733.04 | | 57.16 | QTR | | | CHEK | 16.5 | | | YES | | | | | |
| E4 | GARCIA FR | 918273645 | 897.85 | | 507.50 | REB | | | CHEK | 28.5 | | | YES | | | | | |
| O6 | HILL GREG | 123459876 | 4,524.87 | | 60.00 | QTR | YES | | CHEK | 75.5 | | | YES | | | | | |
| E2 | J ONES TIM | 987651234 | 418.15 | | 199.00 | REB | | | CHEK | 0.5 | 1123.56 | 0.12 | YES | | | | | |
| E8 | MILLER CYI | 546372819 | 1,005.68 | | 208.21 | W/D | | 28310 | CHEK | 36.0 | | | YES | 23-Oct-05 | | | | |
| 03E | PHILLIPS T | 564738291 | 1,551.70 | | 400.00 | QTR | YES | | CHEK | 23.5 | | | YES | | | | | |
| W2 | SMITH J OS | 123456789 | 2,101.23 | | 102.00 | QTR | | | CHEK | 10.0 | | 500.00 | YES | | | | | |
| E3 | THOMPSON | 123456789 | 1,231.90 | EM | 34.50 | REB | | | CHEK | 12.5 | | | YES | | | | | |

1 2 3 4

1

**Grade:** This column shows the grade of the Soldier as listed in the finance system as of the end-of-month cutoff for the current month. If this grade is incorrect, you should pursue correction action through the personnel system. You may submit a copy of the order attached to the UCFR as the local finance office can input some promotions but there are some promotions finance cannot input.

2

**Name:** This column displays the Soldier's last name followed by one blank space followed by the Soldier's first name. The field only contains 11 characters so only the first 11 characters of the name are shown. If either the last or first name shown is incorrect, then you should submit a copy of the orders approving the name change from PSB.

3

**SSAN:** This column displays the Soldier's full 9 digit Social Security # (abbreviated SSAN or SSN). If the SSAN is incorrect, then submit

4

# UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring the the Step By Step instructions:

| RUN DATE: 24 AUG 05 | | | | | | | | | UNIT COMMANDER'S FINANCE REPORT | | | | PCN: UH099F321 | | | PAGE: 1 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| UNIT: HHC, #st INF DIV | | | | | | | | | FOR THE MONTH ENDING: 31AUG 05 | | | | | | | DSSN: 4842 | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | PAY | | CM | BAL | INCEN | | STA- | | |
| GR | ---NAME--- | ---SSAN--- | -NET PAY- | | -ALMTS- | BAQ | BAS | VHA | OPT | LVBAL | -ART 15- | -DUE US- | PAY | ---ETS--- | TUS | OHA | COLA |
| E5 | BROWN FRI | 123456789 | 759.18 | | 86.00 | QTR | | | CHEK | 29.5 | | | YES | 11-Nov-05 | | | |
| O1 | CAMPBELL | 987654321 | 1,034.56 | | 336.00 | W/O | YES | 28310 | CHEK | 15.5 | | 492.50 | YES | | | | |
| E4 | DAVIS J ULI | 192837465 | 733.04 | | 57.16 | QTR | | | CHEK | 16.5 | | | YES | | | | |
| E4 | GARCIA FR | 918273645 | 897.85 | | 507.50 | REB | | | CHEK | 28.5 | | | YES | | | | |
| O6 | HILL GREG | 123459876 | 4,524.87 | | 60.00 | QTR | YES | | CHEK | 75.5 | | | YES | | | | |
| E2 | J ONES TIM | 987651234 | 418.15 | | 199.00 | REB | | | CHEK | 0.5 | 1123.56 | 0.12 | YES | | | | |
| E8 | MILLER CYI | 546372819 | 1,005.68 | | 208.21 | W/D | | 28310 | CHEK | 36.0 | | | YES | 23-Oct-05 | | | |
| 03E | PHILLIPS T | 564738291 | 1,551.70 | | 400.00 | QTR | YES | | CHEK | 23.5 | | | YES | | | | |
| W2 | SMITH J OS | 123456789 | 2,101.23 | | 102.00 | QTR | | | CHEK | 10.0 | | 500.00 | YES | | | | |
| E3 | THOMPSON | 123456789 | 1,231.90 | EM | 34.50 | REB | | | CHEK | 12.5 | | | YES | | | | |

5 6 7

5

**Allotments:** This column shows the total dollar amount of allotments the Soldier had for the current month.

6

**BAQ:** This column displays the type of BAH, Basic Allowance for Housing, the soldier is currently receiving. The only entries you will see in this column are “QTR”, “REB”, “W/O” , “W/D” , or “DIF”. “QTR” indicates the soldier is family type government quarters. “REB” stands for “Rebate” and indicates that that the soldier lives in the barracks, BOQ, or BEQ and is only drawing a nominal amount of BAH (Rebate). “W/O” means the soldier is off-post, but has no dependents. “W/D” means the soldier is off-post and has dependents (or could possibly be living in barracks with dependents elsewhere). “DIF” is an abbreviation for BAH Difference. Soldiers receiving “DIF” are typically living in the barracks and having to pay child support but are not otherwise entitled to any form of BAH.

7

**BAS:** BAS, Basic Allowance for Subsistence shows the type of ration

# UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring the the Step By Step instructions:

| | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| RUN DATE: 24 AUG 05 | | | | | | UNIT COMMANDER'S FINANCE REPORT | | | | | | | PCN: UH099F321 | | | PAGE: 1 | | |
| UNIT: HHC, #st INF DIV | | | | | | FOR THE MONTH ENDING: 31 AUG 05 | | | | | | | | | | DSSN: 4842 | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | PAY | | CM | BAL | INCEN | | STA- | | | |
| GR | ---NAME--- | ---SSAN--- | -NET PAY- | | -ALMTS- | BAQ | BAS | VHA | OPT | LV BAL | -ART 15- | -DUE US- | PAY | ---ETS--- | TUS | OHA | COLA | |
| E5 | BROWN FRI | 123456789 | 759.18 | | 86.00 | QTR | | | CHEK | 29.5 | | | YES | 11-Nov-05 | | | | |
| O1 | CAMPBELL | 987654321 | 1,034.56 | | 336.00 | W/O | YES | 28310 | CHEK | 15.5 | | 492.50 | YES | | | | | |
| E4 | DAVIS J ULI | 192837465 | 733.04 | | 57.16 | QTR | | | CHEK | 16.5 | | | YES | | | | | |
| E4 | GARCIA FR | 918273645 | 897.85 | | 507.50 | REB | | | CHEK | 28.5 | | | YES | | | | | |
| O6 | HILL GREG | 123459876 | 4,524.87 | | 60.00 | QTR | YES | | CHEK | 75.5 | | | YES | | | | | |
| E2 | J ONES TIM | 987651234 | 418.15 | | 199.00 | REB | | | CHEK | 0.5 | 1123.56 | 0.12 | YES | | | | | |
| E8 | MILLER CYI | 546372819 | 1,005.68 | | 208.21 | W/D | | 28310 | CHEK | 36.0 | | | YES | 23-Oct-05 | | | | |
| 03E | PHILLIPS T | 564738291 | 1,551.70 | | 400.00 | QTR | YES | | CHEK | 23.5 | | | YES | | | | | |
| W2 | SMITH J OS | 123456789 | 2,101.23 | | 102.00 | QTR | | | CHEK | 10.0 | | 500.00 | YES | | | | | |
| E3 | THOMPSON | 123456789 | 1,231.90 | EM | 34.50 | REB | | | CHEK | 12.5 | | | YES | | | | | |

8 9 10

8

**VHA**

rate for VHA

zip 28310.

9

**Pay Option:**

which means that

account. If it

an SF Form

10

**Leave:**

the Soldier currently has

mind that recent

account yet.

pay inquiry with

attached and we

This column shows the zip code for which the Soldier's is based. The zip code listed should be Fort Bragg's

This column should state "CHEK" for all Soldiers the Soldier's pay is being direct-deposited into a bank does not state "CHEK", then the Soldier should submit 1199 to designate a bank account for direct deposit.

Leave Balance shows how many leave days accumulated as of the end of month. Please keep in leave transactions may not have posted to the Soldier's If you believe a Soldier's leave is incorrect, submit a pertinent information and relevant DA Form 31's will review the Soldier's leave balance.

# UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring the the Step By Step instructions:

| | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| RUN DATE: 24 AUG 05 | | | | | | UNIT COMMANDER'S FINANCE REPORT | | | | | | | PCN: UH099F321 | | | PAGE: 1 | | |
| UNIT: HHC, #st INF DIV | | | | | | FOR THE MONTH ENDING: 31AUG 05 | | | | | | | | | | DSSN: 4842 | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | PAY | | CM | BAL | INCEN | | STA- | | | |
| GR | ---NAME--- | ---SSAN--- | -NET PAY- | | -ALMTS- | BAQ | BAS | VHA | OPT | LVBAL | -ART 15- | -DUE US- | PAY | ---ETS--- | TUS | OHA | COLA | |
| E5 | BROWN FRI | 123456789 | 759.18 | | 86.00 | QTR | | | CHEK | 29.5 | | | YES | 11-Nov-05 | | | | |
| O1 | CAMPBELL | 987654321 | 1,034.56 | | 336.00 | W/O | YES | 28310 | CHEK | 15.5 | | 492.50 | YES | | | | | |
| E4 | DAVIS J ULI | 192837465 | 733.04 | | 57.16 | QTR | | | CHEK | 16.5 | | | YES | | | | | |
| E4 | GARCIA FR | 918273645 | 897.85 | | 507.50 | REB | | | CHEK | 28.5 | | | YES | | | | | |
| O6 | HILL GREG | 123459876 | 4,524.87 | | 60.00 | QTR | YES | | CHEK | 75.5 | | | YES | | | | | |
| E2 | J ONES TIM | 987651234 | 418.15 | | 199.00 | REB | | | CHEK | 0.5 | 1123.56 | 0.12 | YES | | | | | |
| E8 | MILLER CYI | 546372819 | 1,005.68 | | 208.21 | W/D | | 28310 | CHEK | 36.0 | | | YES | 23-Oct-05 | | | | |
| 03E | PHILLIPS T | 564738291 | 1,551.70 | | 400.00 | QTR | YES | | CHEK | 23.5 | | | YES | | | | | |
| W2 | SMITH J OS | 123456789 | 2,101.23 | | 102.00 | QTR | | | CHEK | 10.0 | | 500.00 | YES | | | | | |
| E3 | THOMPSON | 123456789 | 1,231.90 | EM | 34.50 | REB | | | CHEK | 12.5 | | | YES | | | | | |

11 12 13 14

11 as a dollar amount. Check against actual UCMJ actions for accuracy.

**C/M ART 15:** Any collections caused by a UCMJ action will show up

12 within your unit is valid and justified.

**BAL DUE US:** Any collections other than UCMJ. Verify that the debt

13 receiving an incentive pay such as jump pay, dive pay, etc.

**INCENTIVE PAY:** This column will be marked with “YES” if the Soldier is

14 correct, immediately submit a reenlistment or extension document. This document must be received and input by finance prior to the ETS date previous ETS date listed on the UCFR or the soldier’s pay will be adversely affected (No Pay Due Status). This will show a date once the Soldier is within four months of his/her ETS.

**ETS:** This column shows the current ETS date of the Soldier. If it is not

# UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring the the Step By Step instructions:

| RUN DATE: 24 AUG 05 | | | | | | UNIT COMMANDER'S FINANCE REPORT | | | | | | | PCN: UH099F321 | | | PAGE: 1 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| UNIT: HHC, #st INF DIV | | | | | | FOR THE MONTH ENDING: 31AUG 05 | | | | | | | | | | DSSN: 4842 | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | PAY | | CM | BAL | INCEN | | STA- | | |
| GR | ---NAME--- | ---SSAN--- | -NET PAY- | | -ALMTS- | BAQ | BAS | VHA | OPT | LVBAL | -ART 15- | -DUE US- | PAY | ---ETS--- | TUS | OHA | COLA |
| E5 | BROWN FRI | 123456789 | 759.18 | | 86.00 | QTR | | | CHEK | 29.5 | | | YES | 11-Nov-05 | | | |
| O1 | CAMPBELL | 987654321 | 1,034.56 | | 336.00 | W/O | YES | 28310 | CHEK | 15.5 | | 492.50 | YES | | | | |
| E4 | DAVIS J ULI | 192837465 | 733.04 | | 57.16 | QTR | | | CHEK | 16.5 | | | YES | | | | |
| E4 | GARCIA FR | 918273645 | 897.85 | | 507.50 | REB | | | CHEK | 28.5 | | | YES | | | | |
| O6 | HILL GREG | 123459876 | 4,524.87 | | 60.00 | QTR | YES | | CHEK | 75.5 | | | YES | | | | |
| E2 | J ONES TIM | 987651234 | 418.15 | | 199.00 | REB | | | CHEK | 0.5 | 1123.56 | 0.12 | YES | | | | |
| E8 | MILLER CYI | 546372819 | 1,005.68 | | 208.21 | W/D | | 28310 | CHEK | 36.0 | | | YES | 23-Oct-05 | | | |
| 03E | PHILLIPS T | 564738291 | 1,551.70 | | 400.00 | QTR | YES | | CHEK | 23.5 | | | YES | | | | |
| W2 | SMITH J OS | 123456789 | 2,101.23 | | 102.00 | QTR | | | CHEK | 10.0 | | 500.00 | YES | | | | |
| E3 | THOMPSON | 123456789 | 1,231.90 | EM | 34.50 | REB | | | CHEK | 12.5 | | | YES | | | | |

15 16 17

15

**Status:** This column displays whether or not the Soldier is present for duty = blank, in a field duty status = FILD, in a suspended status = SUSP, absent without leave = AWOL, in confinement = CONF, or deserted = DEST. Verify the Soldier's actual status. Submit a DA 4187 for any incorrect status.

16

**OHA:** This column shows if OHA was paid during the current month and at what rate. Overseas Housing Allowance (OHA) is only payable if the soldier is also receiving BAH. OHA has only two categories: with dependents and without dependents. The exact amount the soldier receives depends on grade, the DM rate, the rent amount and utilities.

17

**COLA:** This column shows the rate at which the soldier was paid his/her Cost of Overseas Living Allowance, COLA. The possible rates are B/C (Barracks COLA), W/O (Without Dependents), WD1, WD2, WD3,

# MOST IMPORTANT DATA ITEMS:

**BAH:** Should Soldier be receiving BAH and is it the correct rate?

**BAS:** Should Soldier be receiving BAS or Rations Not Available?

**OHA:** Should Soldier be receiving OHA and is it the correct rate?

**COLA:** Is the Soldier receiving the proper rate of COLA?

# UCFR Turn-in Procedures

UCFR turn-in procedures should be IAW your unit's operating procedures. That is, some units mandate the unit commanders turn in the UCFR to the PAC (or S1) who then submits it to finance. Other units allow commanders to turn them in directly to finance. Whatever the SOP, as long as the UCFR ends up at finance, all is well.

If your SOP requires you to turn in the UCFR to the PAC, then submit it to them in ample time for them to give it to finance by the 10th of the month. Also, it is often a good practice to utilize a TL when transferring documents from one entity to another.

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# Failure to Turn-in UCFR

If you do not turn in a UCFR, a letter will be sent to you requesting information on why a UCFR was not submitted as Army Regulations dictate. Follow-up requests will continue until a UCFR is received. If you foresee missing the suspense of the 10th of the month, then simply notify the finance POC above and we will make note of it in our records and expect your UCFR a few days later than usual. We will vigorously pursue receipt of all UCFRs since it is the soldier who receives and deserves the benefit of our perseverance.

Should repeated requests for a UCFR go unanswered, then we will send letters to the next higher commanders for resolution.

# Supporting Documents

The primary purpose of reviewing the UCFR is to correct errors that are discovered. In order for finance to input the corrective actions you annotate on your UCFR, it is necessary that you submit a supporting document to back up you annotation. These documents are kept on file in finance for years so that any transaction that is questioned can be researched. If a backup document is present in the files, it is very easy to determine why that transaction was input.

Here is a table with some examples of what supporting documents are required:

| UCFR Column | Pay Problem | Supporting Document Required |
|---|---|---|
| Grade | Wrong Grade | Signed DA Form 4187 authorizing promotion and SIDPERS III processed transaction report |
| Pay Option | Change of | Signed SF 1199 with bank and account information |
| Allotments | Start,Stop, Change | Signed DD 2558 with effective date |
| BAH | Start,Stop,Change | Signed DA 5960 |
| BAS | Start Separate Rations | Signed DA Form 4187 initiating Separate Rations |
| BAS | Stop Separate Rations | Signed DA Form 4187 with the effective date the meal card was issued |
| Leave | (Any Type) | Fully Completed DA Form 31 |
| ETS | (Any Type) | Reenlistment or Extension paperwork |
| OHA | Start | Signed DD 2367 |
| COLA | Change | Birth Certificate,Divorce Decree, Adoption Cert., etc |
| INCEN PAY | Start | Orders |
| INCEN PAY | Stop | Orders terminating Incentive Pay |

**NOTE: If Soldiers are missing completely from the UCFR, submit a list of each Soldier with SSN and a copy of their orders assigning them to your unit. If Soldiers have changed stations and are still showing on your UCFR, submit a list of each Soldiers with SSN and a copy of their PCS orders.**

# Common UCFR Problems

Many problems are fairly routine and can be spotted quite easily upon conducting a thorough review of your UCFR. After doing your review a few months, you will quickly learn to spot inconsistencies and other indicators that may point to possible problems.

Here is a short list of problems you may want to take a look for:

| Situation | Check (or Action) |
|---|---|
| Soldier not on UCFR | Annotate on UCFR; attach orders |
| Soldier living in barracks (not on Separate Rations) | Should be receiving "B/C" COLA |
| Soldier living in barracks (on Separate Rations) | Should be receiving "W/O" COLA |
| Soldier receiving BAH and VHA (1+ Dependents) | Match of BAH: "W/O", VHA: "W/D" |
| Soldier receiving BAH and VHA (no Dependents) | Match of BAH: "W/D", VHA: "WD?" |
| Soldier receiving BAH but not VHA | Complete & Sign DD 5960 |
| Soldier living in barracks | BAH should be "REB" |
| "PAY OPT" column | Should be "CHEK" or "SAVE" |
| Leave is -10.0 or less | RED FLAG!!! |
| Leave is greater than 60 days | Has all leave been processed? |
| # of Dependents Should be consistent | BAH, OHA, COLA |
| "YES" in INCEN PAY | Why? (What type of incentive pay?) |
| ETS Date past | Submit Reenlistment or Extension |

The examples listed above are not comprehensive. Also, the military pay regulations are quite complex and there are exceptions to many rules - especially in the area of BAH and FSA. This guide is an attempt to enlighten you as to normal or frequent situations and circumstances. If during the course of your review, you encounter a set of circumstances not covered in this guide and you need an explanation, please call the finance office for an interpretation or

# Note from CDR, 126th FB

I hope this guide is a valuable tool for you when reviewing your unit's UCFR. It is not a completely comprehensive document but is rather a guide that will give you the most important items of information that you need to successfully review your UCFR.

I urge you to use the UCFR to the maximum extent by reviewing it, by making annotations on it, and by attaching supporting documents to it. Once turned in, your work will be rewarded as you see these requested transactions input into the system without the soldiers or the PAC having to do anything. The UCFR offers you direct access - a means of bypassing the regular finance PAC TL system on items that you, as a Commander or First Sergeant, have determined need attention. I urge you to take advantage of this opportunity and carefully review your UCFR. Continue to use and support the regular finance system, but also help yourself and your Soldiers by taking advantage of this opportunity.

I would like to offer you my assistance at any time at all should you need to consult me during your UCFR review process. I will answer phone inquiries and I will gladly sit down with you and walk you through the review process. Simply call me and we will set up an appointment at my office or yours - invite your First Sergeant if you desire so he/she can learn and assist you in the entire process.

Please don't hesitate to call offices for any reason - UCFR help, or anything else.

MICHAEL J. SCHROEDER
LTC, FC
Commanding